

Approved Minutes 1/9/12

TOWN OF GUILFORD  
Parks and Recreation Commission  
Minutes – 5<sup>th</sup> December, 2011

The Parks and Recreation Commission held a budget workshop and a regular meeting on Monday 5<sup>th</sup> December, 2011 at 6:30p.m. in the Guilford Community Center with Chairman Ralph Schipani presiding.

Present: Theresa Bryant, Rose Dostert, Barbara Pine, Sue Robins, Ralph Schipani and Judy Sullivan. Also present Director Rick Maynard. Joining the meeting in progress were Jenny Carrillo (6:50p.m.), Calvin Page (6:45p.m.), and Seniors Program Coordinator Terry Buckley (7:05p.m.). Excused: Marc Iacobellis.

**BUDGET WORKSHOP**

The meeting was called to order at 6:35p.m. Mr. Maynard stated that the budget request was due on 12/23/11. Guidelines were that all discretionary items should have a zero increase and any increase over 2% must be justified. Mr. Maynard circulated a Budget Summary Sheet which the Commission reviewed. Mr. Schipani pointed out that there were some items over which the Commission had no control such as full time salaries. Ms. Bryant asked why costs for Lake Quonnipaug were higher than Jacobs Beach. Mr. Maynard replied that Jacobs Beach had less hours and fewer staff than Lake Quonnipaug. Ms. Pine queried the increase in Community Center Operations. Mr. Maynard replied part of this was purchase of new light bulbs. Mrs. Dostert felt the biggest increase was in contractor services. Mr. Maynard replied that was, in part, having a line item for regular carpet cleaning. Mr. Schipani noted that general repairs and refurbishing had gone up. Mr. Maynard replied yes, because an air-conditioning compressor had to be replaced and the roof was repaired. Ms. Pine felt this line item should have a bigger increase because the building was now old and would, therefore, require more repair work. Referring to the Field Maintenance account, Mr. Maynard said the cost of seed had gone up. He suggested some funds could be saved if the use of fertilizer was reduced. Ms. Carrillo pointed out that where items were over budget requesting an increase was defensible but when they were under budget it would not be defensible. Mr. Page noted that the total budget had only increased by \$6,000 over a two-year period and this should be pointed out to the Board of Selectmen. Mr. Schipani recommended using existing actual figures to generate budget request amounts. Ms. Bryant felt the meals program subsidy needed an explanation. Mr. Maynard replied that the cost of food had gone up a lot. Ms. Pine said she did not feel most seniors would object to an increase in the meal charge from \$2.50 to \$3.00.

The budget workshop was adjourned at 7:13p.m.

**REGULAR MEETING**

The meeting was called to order at 7:15p.m. The Commission agreed to change the order of the agenda to take “Old Business, Item G” first.

**OLD BUSINESS**

**G. Recognition of Cindy Cartier for Contributions to the Department:** Mr. Maynard stated that Mrs. Cartier had done a lot with the Department in many ways. In particular she had conducted a yoga program at Jacobs Beach with all the proceeds going to the Camp Scholarship Fund. Mr. Schipani then presented Mrs. Cartier with a Certificate of Appreciation. Mrs. Cartier thanked the Commission for her certificate and she then left the meeting.

**Public Forum:** There were no members of the public present.

**DIRECTOR'S REPORT**

Attended the following meetings: Department Heads, winter storm preparation meeting, hurricane wrap up meeting, Wellness Committee, Christmas Tree Lighting Committee, Field Committee, East River Preserve public hearing; met with crew at Jacobs Beach re building 2 boat racks; worked on entertainment for tree lighting; wrote specs for Jacobs playscape resurfacing, met with contractor to discuss; checked work at Baldwin Little League field – contractor removed grass and regarded infield for new sod; attended training seminars on the pesticide ban for fields for grades K-8, and attended CRPA State Conference; worked on budget; checked on Bittner paving project; contacted CL&P to disconnect meters at parks; carpet installed in Menunkatuck Room/Alexander Lounge.

**STAFF REPORTS**

**A. Recreation Supervisor (written):** met with new instructors for winter session; finalized brochure and sent to printer, over 400 registrations completed online, previous year winter registration generally around 1,000; met with Terry McGuire, Guilford Chamber, regarding Town-wide Wellness initiative; continued planning Winter Special Events – Holiday House Decorating Contest – 12/12-16, Chili Cook Off/Concert – 1/29, Winter Wonderland – 2/20/12; office furniture – 2 work stations delivered and installed 12/7/11; Tracy attended CRPA Conference.

**B. Seniors Program Coordinator (written):** **Program Highlights:** Veterans' Day Lunch; Lunch & Learn, healthy eating during the holidays; Mini Fair, Thanksgiving Luncheon; SSILL Open House – prepared annual financial report; delivered Thanksgiving baskets; Lunch & Learn, VNA re medications; lecture on Lend a Hand program. **Trips:** Jersey Boys Show at Bushnell; A. C. Moore/Christmas Tree Shops trip; Broadway Cabaret with Entertainment; Hello My Baby trip. **Other:** Attended Triad meeting; met with Joseph Petrellia, new Madison Senior Coordinator and Larry Santamaria re using Guilford program model for new Madison Center kitchen; Tracy met with Home Instead rep regarding Be A Santa To A Senior Program. **Meal Program:** Meals served at Community Center November 2011 – 530 (November 2010 – 522). Meals on Wheels November 2011 – 1,883 (November 2010 – 1,949). **Bus Program:** Total Trips October 298, November 236; total passengers October 557, November 447.

**C. Parks Foreman (written):** Attended meetings: Budget workshop, Capital Budget, snow operations; Infields – completed edging, aerating, clay on 20 infields; rebuilt 2 boat racks; Leaves – completed on Green, Community Center, Library; water heater purchased, to be installed soon; GHS Stadium – swept, groomed turf field; County Road field – areas cut for spring lacrosse; readied Christmas tree lights; irrigation/bathrooms winterized; flower pots brought in from front of stores;

**C. Parks Foreman** (continued)

snow equipment readied; field corners painted to last through winter; brought in picnic tables, nets, goals, park signs, chained soccer goals together.

**CORRESPONDENCE****Forwarded:**

Cynthia Magee, 46 Chaffinch Island 11/9/11 re: approval for installation of memorial bench at  
Road, Guilford, CT 06437 Chaffinch Island Park

Tony Annicelli 11/15/11 re: congratulations on excellent job done as  
Acting Foreman

**Received:**

Email from Oliver Bishop 11/7/11 re: boy scout project at Lake Quonnipaug

Memo from First Selectman 11/9/11 re: freeze on discretionary spending  
Joseph Mazza

Peggy Ridarelli, 99 Deepwood Dr. re: thank you to Terry Buckley for great job done  
Madison, CT 06443 on trip to Virginia and Tennessee

**Approval of Minutes:** Mrs. Dostert made a motion to accept the Minutes of 7<sup>th</sup> November, 2011. Ms. Bryant seconded the motion and it was carried with 6 votes in favor. Mr. Page abstained since he was not present at the November meeting.

**BILLS**

Mrs. Dostert made a motion to approve the bills presented for payment. Ms. Pine seconded the motion and it was carried unanimously. MTD Actual is: \$80,264.17.

**OLD BUSINESS** (continued)

**A. Standing Fields Committee:** Mr. Schipani reported that he had heard the funding for a new baseball field would probably not be approved. In the interim it was felt that there should be a valid proposal for this field and so funds were going to be raised for a study. However, if the baseball field was not going to be funded then there was no point in conducting a study.

**B. Jacobs Beach Project:** Mr. Maynard said he still had not received any information regarding the STEAP grant application. Ms. Clow will follow up on this request this week. Mr. Maynard added that a maintenance crew had replaced two of the boat racks. Also, a bid has gone out to resurface the playground which Mr. Maynard said he would like to have done by the end of December.

**C. Senior Transportation Outside of Guilford:** Mr. Maynard said research had been done regarding rides. He noted the Department only went outside of Guilford for medical trips. Mrs.

**C. Senior Transportation Outside of Guilford** (continued)

Buckley circulated information on Out of Town Medical Trips and Monthly Totals Mileage/ Passengers. She noted that the percentage was quite small. For example in July there were only 6 out of town medical trips. Ms. Pine noted that there only 13 trips to New Haven for the whole year. Mrs. Dostert reported that she had attended the presentation from My Ride and that they had not been very enthusiastic. It was agreed that the Department would continue to provide its own transportation service. For the future Ms. Pine recommended that the Seniors Program Coordinator developed a measure of unit of service, such as one passenger transported one mile, and keep data on the number of such service units provided for future consideration as to costs for the Commission. Mrs. Buckley said that sometimes it was difficult getting a bus driver and so at some point a driver may be needed specifically for New Haven trips. Mr. Maynard noted that the transportation service could be handled under the current budget for now.

**D. Emergency Shelter Policy:** Ms. Pine reported that she had researched the Town's emergency shelter policy. She said she had talked to the Human Resources Director and the First Selectman and had been amazed at the extent of the emergency preparedness which was detailed in a notebook. Ms. Pine said the First Selectman made the decision regarding opening the shelter. There was a management team of 8 people of which Mr. Maynard was one. Ms. Pine said one concern was that if the Community Center was opened as a shelter it was assumed that it would be manned by Department staff. She added that there was no personnel policy on who would operate the emergency shelter and that everyone sort of volunteered. Ms. Pine noted that someone who knew the building had to be on duty. She suggested that perhaps there should be a more formal policy. Ms. Bryant asked if there was a provision for the cost of feeding people. Ms. Pine replied that she did not discuss costs but that she believed reimbursement was being sought from FEMA. Mr. Schipani noted that nothing was put in the Department's budget request for this item. Ms. Robins asked if there were any criteria on when the shelter would be opened. Ms. Pine replied that when a major weather event was approaching, the governor would have a conference call with officials of all 169 towns. From that the First Selectmen would then decide if and when a shelter might be needed in Guilford. She suggested that when Mr. Maynard was notified to open the shelter it would be good if he also alerted Commission members.

**E. Operating Budget 2012-2013:** See above under "Budget Workshop".

**F. National New England Trail:** Ms. Bryant reported that she had not been contacted about this proposal.

**NEW BUSINESS**

**A. Engineering Costs for Baseball Field Plan:** See above under "Standing Fields Committee".

**B. Spin Cycle Classes:** Mr. Maynard stated that the staff had suggested converting the Faulkner Room into a spin cycle room. He said when the Community Center was built he had been told that it was a community center and not a recreation center. However, Mr. Maynard said the spin cycles were popular and would allow the Department's programs to be expanded. Ms. Bryant was concerned about start up costs and wondered if the program would pay for itself. Ms. Carrillo recommended thinking about the space for other purposes and could the cycles be moved to the side of the room when not in use. She also agreed with the concern about costs. Mrs. Sullivan felt the program was a good idea

**B. Spin Cycle Classes** (continued)

since the focus these days was on fitness. Ms. Bryant said she believed the YMCA had similar classes and wondered if they were fully booked. She added that she would not want to compete with other area programs. Mr. Schipani asked what would happen when the fad for spin cycles changed to something else. He also said that his personal opinion was that the Community Center was not a gym. Mrs. Dostert asked if the Department could afford to lose the space and have it dedicated to one activity. Ms. Pine said the Commission should support the staff who came up with creative ideas so it could get more information. She also suggested having a collaborative arrangement with the YMCA.

**C. Senior Meals Program:** After brief discussion a motion was made to raise the cost of meals from \$2.50 to \$3.00 effective July 1, 2012. Ms. Pine seconded the motion and it was carried unanimously.

There being no further business to come before the Commission, Mr. Page made a motion to adjourn the meeting at 8:15p.m. Ms. Robins seconded the motion and it was carried unanimously.

The next meeting of the Parks and Recreation Commission will be held on the **second Monday 9<sup>th</sup> January, 2012** at 7:00p.m. in the Guilford Community Center.

Respectfully submitted,

Katharine Stewart  
Recording Secretary